



# Meeting Record

27-09-2023

ME 3356 + [Discord](#)

## Attendance

Executive	Y/N	Members
Xavier Haziza, <i>President</i>	Y	Owen
Declan McCloskey, <i>VP Internal</i>	Y	Eli
Monica Paul, <i>VP External</i>	Y	Ava
Naomi Yakubovich, <i>VP Finance</i>	Y	Surfer dude
Cynthia Cairns, <i>VP Services</i>	Y	Zach
Maxim Kari, <i>Events Director</i>	Y	Dana
Grace Smith, <i>Events Director</i>	Y	
Liam D-P, <i>Inventory Director</i>	Y	
Piper Stuempel, <i>Merchandise Director</i>	N	
Jaime tenBrinke, <i>Office Director</i>	Y	
Liz Antifave, <i>Publications Director</i>	Y	
Sam Raab, <i>Technical Director</i>	Y	
Jules Breau, <i>4<sup>th</sup> Year Rep</i>	Y	
Jaden Desveaux, <i>3<sup>d</sup> Year Rep</i>	Y	
Lexy Buchanan, <i>2<sup>nd</sup> Year Rep</i>	R	
Chris Goodman, <i>1<sup>st</sup> Year Rep</i>	Y	
Hayley Ross, <i>1<sup>st</sup> Year Rep</i>	Y	
Jack Tremblay-Lessard, <i>1<sup>st</sup> Year Rep</i>	Y	

## Meeting Agenda

Schedule	
18:30-19:00	<b>Action Items</b>
19:00-19:30	<b>Executive Updates</b>  Speaking Order: <ol style="list-style-type: none"><li>1. President</li><li>2. VPI</li><li>3. VPX</li><li>4. VPF</li><li>5. VPS</li><li>6. Events</li><li>7. Inventor Director</li><li>8. Merchandise Director</li><li>9. Office Director</li><li>10. Publications Director</li><li>11. Technical Director</li><li>12. 4th Year Representative</li><li>13. 3rd Year Representative</li><li>14. 2nd Year Representative</li><li>15. 1st Year Representatives</li></ol>
19:30-19:45	<b>Discussion Period</b>

<b>Action Items</b>	
<i>Subject:</i> <b>Professionalism</b>	<ul style="list-style-type: none"> <li>● Going to try and be more professional in the weekly meetings.                             <ul style="list-style-type: none"> <li>○ Going to enforce robert's rules more so make sure you only speak if you have been called on by the chair</li> </ul> </li> <li>● The office is an academic space first and foremost. Ensure that you as an exec are setting the example for everyone in the office.                             <ul style="list-style-type: none"> <li>○ No yelling, sitting on eachother, violence, music that is too loud, etc.</li> <li>○ We don't want to scare away any first years that want to come into the office to study and hangout.</li> <li>○ The office is not our clubhouse, it is a service for our membership. It is as much of a privilege for you as it is to our members. Do not abuse this fact</li> <li>○</li> </ul> </li> </ul>
<i>Brought forward by:</i> Xavier, Monica	
<i>Result:</i>	
<i>Subject:</i>	
<i>Brought forward by:</i>	
<i>Result:</i>	

## Minutes

Legend: New item In progress Late General

<b>Executive Updates</b>	<b>Notes</b>
<i>President</i>	<i>5 minutes</i>
<ul style="list-style-type: none"> <li>★ Cogen plant tour secured. Just need a date. Will talk to events                             <ul style="list-style-type: none"> <li>○ For everyone! Not just CMAS members</li> </ul> </li> <li>★ Fed throwback event tomorrow 5-7</li> <li>★ Sent email to the discovery center person to try and book it. Awaiting a response.</li> <li>★ 1 on 1s starting up. Please book off a slot.</li> </ul>	EDC door <del>† hayley</del> <del>† jaime</del> <del>† jaime</del>

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<ul style="list-style-type: none"> <li>○ Events can you book 2 slots. 1 for each of you individually and 1 for the both of you</li> <li>○ Same thing for first years!</li> </ul>	
<p><i>Vice President Internal</i></p>	<p><i>2 minutes</i></p>
<ul style="list-style-type: none"> <li>★ First Year Representatives selected!</li> <li>★ Next Astronomy Night will be October - hopefully at the Observatory             <ul style="list-style-type: none"> <li>○ Before reading week? Probably 2nd weekish</li> </ul> </li> <li>★ Fall Semester General Meeting             <ul style="list-style-type: none"> <li>○ November, not a Wednesday</li> <li>○ Beginning search for Chair and Accountability Officer</li> </ul> </li> <li>★ Calian may want to do a presentation at Carleton (or maybe just in Ottawa in general - they didn't seem sure)             <ul style="list-style-type: none"> <li>○ Next year, early spring</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Choose a date ASAP cuz november is filling up quick</li> </ul>
<p><i>Vice President External</i></p>	<p><i>5 minutes</i></p>
<ul style="list-style-type: none"> <li>★ CASI engine icing talk happened. Went super well             <ul style="list-style-type: none"> <li>○ About 40 people in person!</li> <li>○ Jim is willing to share his contact information so if anyone is looking for that please shoot me a dm or come find me (i don't want to post his email for everyone i don't think)</li> </ul> </li> <li>★ CASI TestBed 80 Talk confirmed             <ul style="list-style-type: none"> <li>○ Nov 2nd</li> <li>○ ME3275 again</li> <li>○ 6-8? (in the works - they wanted 5:30-8:30, 3 hours is too long for a lecture event)</li> <li>○ They want pizza - figuring out splitting logistics and if they want me to arrange it                 <ul style="list-style-type: none"> <li>■ They're okay to split cost - we will get funding for the rest</li> </ul> </li> </ul> </li> <li>★ CASI meeting with Xav postponed to after reading week</li> <li>★ Kickstarting things with Jake (coop coordinator) for the coop conference             <ul style="list-style-type: none"> <li>○ Potentially 2</li> </ul> </li> </ul>	

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<ul style="list-style-type: none"> <li>○ The first will be in early December before the bulk of coop applications are due</li> <li>○ Planning for online to be able to have current coop students attend</li> <li>★ Emailed CASI current CMAS updates             <ul style="list-style-type: none"> <li>○ event/exam schedule</li> <li>○ Paper Airplane notes</li> </ul> </li> <li>★ DFL Tour signups at 23 (not all members so I will be leaving it open in case a member wants to sign up)             <ul style="list-style-type: none"> <li>○ Exec fill out the form if you want to go - not 100% sure how many of us will go yet. Confirmed will be me and Xav for sure.</li> <li>○ 1st yr reps who signed up to go will get to go</li> </ul> </li> <li>★ Met with events to get the rundown on their plans for the rest of the year             <ul style="list-style-type: none"> <li>○ Cool cool cool stuff guys</li> </ul> </li> </ul>	
<i>Vice President Finance</i>	<i>1 minute</i>
<ul style="list-style-type: none"> <li>★ No Money things this week, thank you for your expected spending for october,</li> <li>★ Report will be out next week</li> <li>★ Meeting w Xav to go over funding tomorrow</li> <li>★ If i'm not here it's because of shoe shine stands</li> </ul>	
<i>Vice President Services</i>	<i>0.5 minutes</i>
<ul style="list-style-type: none"> <li>★ NO MILK             <ul style="list-style-type: none"> <li>○ Milk procured by services</li> </ul> </li> <li>★ Anyone can join the services committee - if you're interested reach out             <ul style="list-style-type: none"> <li>○ All of services folk (office, merch, inventory). Discuss merch ideas, office improvements</li> </ul> </li> </ul>	<del>1</del> -jaime <del>3</del> -hayley <del>1</del> -owen <del>3</del> -zac
<i>Events Directors</i>	<i>x minutes</i>
<ul style="list-style-type: none"> <li>★ Finally got in contact with design teams.</li> <li>★ Xav will/did contact SREESoc for SREE B reps?</li> <li>★ Working things out with CUBES for Folksy 1. Should be a good event. Come out if you can!             <ul style="list-style-type: none"> <li>○ <b>Monday night, 5:30-8:30 in the EDC atrium</b></li> </ul> </li> </ul>	<del>1</del> -dana

<ul style="list-style-type: none"> <li>○ Design teams - need more info about the event (when), maybe some clarification of what is wanted of them</li> <li>★ Slowly starting to do some Industry Night work.             <ul style="list-style-type: none"> <li>○ Resume situation</li> <li>○ Hoping to start looking at venues soon</li> </ul> </li> <li>★ FIRST YEAR REPS             <ul style="list-style-type: none"> <li>○ You guys can run an event</li> <li>○ Also Uno Tourney ill talk to u about it after &lt;3</li> <li>○ Slay welcome</li> </ul> </li> </ul>	
<p><i>Inventory Director</i></p>	<p><i>6 minutes</i></p>
<ul style="list-style-type: none"> <li>★ Food cabinet organised and “inventoried”             <ul style="list-style-type: none"> <li>○ We have 3 types of lids for disposable cups that don't fit any of the ones we have</li> <li>○ Have the stock list in my notebook but not on a doc yet (sry)</li> <li>○ Running slightly low on coffee</li> <li>○ Have more than enough tea</li> <li>○ Dented purple water bottle</li> </ul> </li> <li>★ Keychain project             <ul style="list-style-type: none"> <li>○ Made a test print (forgot it today --)</li> <li>○ Would take take 8 hrs and ~54g of plastic to print 16 in one batch (22min, 3.5g, per)</li> <li>○ 1 kg roll of red plastic and 50 keyrings cost about 38\$ combined (based off of amazon)</li> <li>○ Could get the materials as early as the 3rd</li> <li>○ Selling them at 2\$ would result in 1.24\$ profit, per</li> <li>○ If we sell all 50 it would be 62\$ profit with leftover plastic</li> <li>○ Wouldn't need to do them all at once, im good being responsible for making them</li> </ul> </li> </ul>	



<i>Merchandise Director</i>	<i>0.7 minutes</i>
★ “I have no merch updates, suppliers have not gotten back’- Piper”-CSC	
<i>Office Director</i>	<i>0.15 minutes</i>
★ New office hours in works	<del>2</del> —hayley <del>1</del> —liam
<i>Publications Director</i>	<i>2 minutes</i>
<ul style="list-style-type: none"> <li>- Posts             <ul style="list-style-type: none"> <li>- Folksy post after this meeting (i am dying please forgive me)</li> <li>- Immediately after will be CASI paper airplane</li> </ul> </li> <li>- Posters (a saga)             <ul style="list-style-type: none"> <li>- Things will be printed?? I took a nap and didn't send the files to xav oopsies</li> <li>- My queue is now like 2 long so slay i have bandwidth for more &lt;3</li> <li>- Merch i will cross reference w/ square tomorrow for prices and have pricelist printed</li> </ul> </li> </ul> <p><a href="#">☰ cmas posters pt 2: electric boogaloo</a></p>	

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<ul style="list-style-type: none"> <li>- Discussion of CMAS posters??? (think like nice ones to hang on bedroom walls, not around the school)</li> </ul>	
<i>Technical Director</i>	
<ul style="list-style-type: none"> <li>★ Still waiting on Toner, but the order went through last tuesday. Can't wait to tootie(2d) print. Also got funding for one more toner in October, which I hope we don't need, but we may need.</li> <li>★ Began to upload this years minutes to website.</li> <li>★ Updated a few things around the website(but not too much)</li> <li>★ Discord soundboard</li> </ul>	<p>:3                      -CMASsets list due in three days :)                      &gt;Must be published on the website                      (´♡▽♡`)                      \ [♡-♡] /&gt;</p>
<i>4th Year Representative</i>	
<ul style="list-style-type: none"> <li>★ Happy to be here</li> <li>★ Support to events with industry night</li> </ul>	<p>★ Happy B<sup>i</sup>rthday ★                      - Not Jules's birthday                      (womp womp)</p>
<i>3rd Year Representative</i>	
<ul style="list-style-type: none"> <li>★ Spoke in-front of AERO 3700 and MAAE 3300 promoting the icing talk. Very happy to see many third years at the event.</li> <li>★ Spoke to Grace about event, probably going to do a movie night in November. (Keep it simple stupid)</li> <li>★ Made a test/midterm conflict form. Give feedback please!                      ○ <a href="https://forms.gle/FGxXLKpQUdt3maoQ7">https://forms.gle/FGxXLKpQUdt3maoQ7</a></li> </ul>	<p>(๖_๖)                      (๖_๖)</p>
<i>2nd Year Representative</i>	
<ul style="list-style-type: none"> <li>★</li> </ul>	
<i>1st Year Representatives</i>	
<ul style="list-style-type: none"> <li>★ Happy to be here</li> <li>★ Welcome to all of you from us</li> <li>★ Excited to be here :)</li> </ul>	<p>Welcome! - :3                      \ [♡-♡] /&gt;                      \ [♡-♡] /&gt;                      Read consuthshun</p>

Discussion Items



★ **Keychain Project (Inventory Director)**

- Made a test print (forgot it today --)
- Would take take 8 hrs and ~54g of plastic to print 16 in one batch (22min, 3.5g, per)
- 1 kg roll of red plastic and 50 keyrings cost about 38\$ combined (based off of amazon)
- Could get the materials as early as the 3rd
- Selling them at 2\$ would result in 1.24\$ profit, per
- If we sell all 50 it would be 62\$ profit with leftover plastic
- Wouldn't need to do them all at once, im good being responsible for making them
- (will bring up at the presidents meeting (imma brainstorm -N))

★ **CMAS Dorm Posters (Publications Director)**

- Office mural as a poster?
- CMAS advertisement posters?
- Poster fair in fenn lounge - do it around that time? Hype around posters get us \$\$ (Oct 2 or Oct 5? There is a winter poster fair as well)

**Team Successes**

\*\* Did someone have a success this week? Did someone really help you out? Something notable happened? Write it here! \*\*

- ★ We have First Year Representatives!
- ★ Surprisingly quick meeting considering some factors like introductions - good job!
- ★ Icing talk
- ★ Xavier is doing a good job as president <33
- ★ NO OWEN RAAAAA (wicked witch is gone)
- ★ WE KEPT SAM!!
  - Sams not in a peach